

# Van Buren Community Mental Health

## NOTIFICATION OF EMPLOYMENT OPPORTUNITY

**\*\* DEADLINE EXTENSION \*\***

**Effective: January 26, 2012**

**Title: Contracts & Provider Network Administrative Assistant**

**Position Number: C502145**

<b>Program:</b> Contracts, Provider Network and Compliance	<b>Office Location:</b> Paw Paw	<b>Status:</b> Regular Full-Time; 37.5 hrs/wk
<b>Union:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> Admin Asst - \$27,670-33,632

### Basic Responsibilities:

To assist with the generation, credentialing, contracting, monitoring, and reporting of the Agency's independent contractor provider network. To maintain the Agency's payor enrollments. To assist with corporate compliance functions and responsibilities.

### Required Qualifications:

- High school diploma or GED and the ability to read, write, and comprehend in order to accurately complete essential functions.
- At least one year of relevant office experience.
- Knowledge of provider network enrollment criteria and systems.
- Demonstrated ability to accurately type 50 wpm, do data and word processing, and correctly format, edit and proofread documents.
- Computer literacy in software and web-based management systems and the ability to learn new systems.
- Ability to communicate effectively in both verbal (including via telephone) and written formats.
- Ability to do moderate bending to access book shelves and file cabinets to do filing.
- Ability to sit at a computer terminal for long periods of time.

### Essential Job Functions:

- Assist with generation of new contracts for the external provider network.
- Monitor and facilitate the renewal and amendment of existing external provider network contracts.
- Maintain all clinical contracts, documentation, and correspondence.
- Assist with credentialing and privileging independent contractor providers and meeting payor requirements (Venture/Medicaid and URAC requirements, etc.).
- Maintain contract information in Care Management.
- Maintain all provider enrollment status and criteria.
- Assist in activities that support compliance with State, Federal and private payor rules and regulations as necessary and assigned.
- Interfaces with internal and external customers and payors to identify and resolve provider network and/or contract problems.
- Provides supervisor and CFO with status of external provider network contracts on a monthly basis.
- Functions as substitute for Clerical Unit staff as assigned.
- Performs other job-related tasks as assigned by supervisor

**To apply, submit your resume and cover letter to the location below by 5PM ON FEBRUARY 6, 2012:**

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079  
Contact: Christine Johnson, ph: (269) 655-3313, email: cjohnson@vbcmh.com

**Equal Opportunity Employer**

**Approved by:**

**Debra Hess, CEO**

